

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes

25

(2) Window envelopes

Total

25

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"

(2) 9" x 12"

(3) Over 9" x 12"

Total

1 every 2 or 3 months

c. Self-mailers:

(1) Post cards

(2) ADP cards

(3) Fold over reply cards

(4) Booklets

(5) Other

Total

0

GRAND TOTAL

25

25 YEAR RE-REVIEW

ADMINISTRATIVE - INTERNAL USE ONLY

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes

12

(2) Window envelopes

Total

12

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"

(2) 9" x 12"

(3) Over 9" x 12"

Total

c. Self-mailers:

(1) Post cards

(2) ADP cards

(3) Fold over reply cards

(4) Booklets

(5) Other

Total

GRAND TOTAL

12

ADMINISTRATIVE - INTERNAL USE ONLY

2. Are insert sizes (as a rule) compatible with envelope sizes?

Yes _____ No _____

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes _____ No _____

4. What types of material are normally mailed in flats? _____

5. Are any envelopes sealed with strings, clasps or staples? Yes _____
No ☒ If yes, describe types of material and reason for using fasteners employed. _____

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes _____ No _____
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes ☒ No _____

7. Addresses are (check one):

Typed ☒ _____

Hand Stamped _____

Addressographed _____

Handwritten _____

8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes _____
No _____ If no, please describe variances. _____

9. If window envelopes are used, do they have a transparent covering over the window? Yes _____ No _____ If no, describe type of envelopes employed. _____

10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes _____
No _____ If no, describe differences and reasons therefore. _____

11. Cost of mailing is covered by (check one):

a. Postage stamps

☒ ~~XXXXXX~~

b. Metered mail machine

☐

c. Penalty indicia

☐

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POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes

~~30~~ 30

(2) Window envelopes

Total

~~30~~ 30

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"

(2) 9" x 12"

(3) Over 9" x 12"

Total

c. Self-mailers:

(1) Post cards

(2) ADP cards

(3) Fold over reply cards

(4) Booklets

(5) Other

Total

GRAND TOTAL

31

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes ☒ No ☐

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes ☒ No ☐ STATINTL

4. What types of material are used for inserts?

5. Are any envelopes sealed with strings, clasps or staples? Yes ☒ No ☐ If yes, describe types of material and reason for using fasteners employed.

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes ☒ No ☐
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes ☒ No ☐

7. Addresses are (check one):

Typed ☒

Hand Stamped ☐

Addressographed ☐

Handwritten ☐

8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes ☒ No ☐ If no, please describe variances.

9. If window envelopes are used, do they have a transparent covering over the window? Yes ☐ No ☒ If no, describe type of envelopes employed. N/A

10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes ☒ No ☐ If no, describe differences and reasons therefore.

19 DEC 1969

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Postal Service Project; Mail Improvement Program

1. All Government agencies are required to participate in the subject program for the following reasons:

- a. To reduce costs of postal operations.
- b. To take maximum advantage of the efficiencies that can be realized by high-speed automated handling of mail.
- c. To afford better protection for mail processed by automated methods and to expedite mail deliveries.

STATINTL

STATINTL

2. As discussed with you in a recent telephone conversation with [REDACTED] of this Staff, it is desirable to make an informal survey to determine if the Agency is, in general, preparing and processing mail in accordance with standard practice developed by the Postal Service.

3. Attached is a general information guideline (Attachment 1) which sets forth some of the more important rules relative to improving the preparation and handling of mail. This guideline will provide material assistance in conducting a survey.

STATINTL

4. It is requested that the questionnaire (Attachment 2) be filled out and returned to [REDACTED] Planning Staff, Office of Logistics, room 1236 Ames Center Building, prior to 9 January 1970. In the event of questions, or if any problems arise, [REDACTED] can be reached on extension [REDACTED]

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[REDACTED]
Acting Chief, Planning Staff, OL

STATINTL

2 Atts

OL 9 8126

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